APPENDIX B
Electronic Transfer and Processing of Vehicle Citations
Data Exchange
Business Requirements

1. PURPOSE

Provide the ability for Law Enforcement to send Vehicle Citation Data electronically to AOC and the ability for courts to easily process and view the information as JIS cases. This will allow citations to be filed with courts quicker and easier, reduce redundant data entry and provide more accurate data.

2. STAKEHOLDERS

2.1 Courts of Limited Jurisdiction using photo enforcement and the JIS Parking Module
2.2 Data Management Steering Committee
2.3 Automated Equipment Providers (parking, photo enforcement)
2.4 Law Enforcement Agencies (LEA)
2.5 Information Services Division at AOC
2.6 State Department of Information Services (DIS)
2.7 Judicial Services Division at AOC
2.8 Department of Transportation
2.9 Department of Licensing

3. FUNCTIONAL AREAS

3.1 Parking Enforcement
3.2 Photo Enforcement of Tolls
3.3 Photo Enforcement of Red Lights
3.4 Photo Enforcement of School Zone Speed
3.5 Photo Enforcement of Work Zones
3.6 Photo Enforcement of Railroad Crossings

4. ASSUMPTIONS

4.1 Law enforcement will obtain and maintain their own automated parking and photo enforcement equipment and software.

4.2 Providing notification to the violator is outside of the scope of this project.

4.3 Vehicle Citation data will be sent via JINDEX using an existing Ticket Message in a GJXDM compliant XML schema provided by AOC.

4.4 This data exchange will comply with the Standards for Electronic Filing Process from the National Consortium for the State Court Automation Standards.
LINK: Electronic Filing Processes (Technical and Business Approaches)

4.5 Courts will supply all codes such as law #, etc. to LEAs, no automated exchange from JIS tables to LEAs will be provided.

4.6 Vehicle Citation data will be stored as "source document" data in AOC's database.

4.7 AOC's server is considered the "court's designated computer"for purposes of GR 30.

4.8 When data is received it will be validated. A functional response will be provided by AOC.

4.9 Ability to electronically process citation data into JIS Parking cases will be provided by AOC.

4.10 Parking type cases will be created and maintained using the existing JIS parking module.

4.11 Limited reporting functionality, in addition to existing JIS Parking reports, will be provided by AOC.

4.12 The ability to view/print citations and other attached images will be provided by AOC.

5. CONSTRAINTS

5.1 The existing JIS parking module will not be enhanced to accommodate eParking unless deemed necessary by AOC technical staff.

5.2 JABS will not be enhanced in this pilot project although this may be requested in an additional project. The JABS bug will be fixed to allow scheduled parking cases to be viewed.

5.3 Ticket rejections will not be built at this time. If this proves to be a need, it will be built later as another project. It is assumed that if the Ticket Message meets the validation and is "filed" the court needs to create a case which may end up being dismissed.

6. BUSINESS REQUIREMENTS

6.1 Data elements:

Required with Ticket Message	Required for Filing in JIS	Optional	Law Table	Data Elements	
●	●			6.1.1.1	Court ID
●	●			6.1.1.2	Case Type
●				6.1.1.3	Message type (parking, photo enforcement, etc.)
●	●			6.1.1.4	Jurisdiction Code (Required for Pilot)
●	●			6.1.1.5	LEA (Law Enforcement Agency Code)
●				6.1.1.6	City
●				6.1.1.7	County
●	●			6.1.1.8	Officer (Officer's badge number)
●				6.1.1.9	Violation Date (would be a docket entry, source data and note entry)
●	●			6.1.1.10	Issue Date -The date the officer "approves" the ticket
	●			6.1.1.11	Filed date (Calculated using date AOC receives citation data)
●	●			6.1.1.12	Citation Number
●	●			6.1.1.13	3 digits violation code for each violation (up to six violations)
●					Law number
		●	●		Law description
			●		Bail/Fee Amount from law table
●				6.1.1.14	Bail/Fee Amount for each violation cited (Needed for exception report)
●	●			6.1.1.15	License Number (Do not include leading spaces, internal spaces, or hyphens, if number is not known, fill in with pound sign "#")

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Required with Ticket Message	Required for Filing in JIS	Optional	Law Table	Data Elements	
●	●			6.1.1.16	License State (Vehicle Licensing state, if unknown fill in with "ZZ")
		●		6.1.1.17	Make
		●		6.1.1.18	Model
		●		6.1.1.19	Color
		●		6.1.1.20	Incident Location (Optional field that displays on PKT and prints on the Parking Delinquency Notice)
		●		6.1.1.21	Name of person notice was sent to plus: Display on PSR
		●			Address
		●			City
		●			State
		●			Zip Capture on PSR as defendant
		●		6.1.1.22	Images of citation or other attachments (.jpeg, .pdf, .doc)

6.2   Functional Response

    6.2.1   System validates Ticket Message upon receipt.

        6.2.1.1   If Ticket Message is not valid, system returns a "negative" Functional Response informing the sender that the citation was rejected and provides a reason.

        6.2.1.2   If Ticket Message is valid, the data is stored in the AOC Database and once the data is processed by the court, a "positive" Functional Response is returned to the sender informing them the court has processed the citation(s).

6.3   Processing of citation data

    6.3.1   System must have a JURISDICTION code in order to process citations. Pilot implementation will require jurisdiction.

        BUILD AFTER PILOT

        6.3.1.1   JUR code may be provided in Ticket Message

            6.3.1.1.1   Allow user to process all citations with JUR code included with minimal selection and keystrokes

        6.3.1.2   JUR code may be derived by entries in a JIS table that the court maintains. The table consists of a matrix of LEA, law number and city/county location.

    6.3.2   JIS Case Exists

    If JIS case(s) already exist with the same citation number, LEA code and case type;

        6.3.2.1   Link – eParking ticket with existing JIS case without user review if following data elements match.

            6.3.2.1.1   LEA

6.3.2.1.2   Officer's Badge #
6.3.2.1.3   Issue date
6.3.2.1.4   Vehicle license #
6.3.2.1.5   Vehicle license State
6.3.2.1.6   Law Number for each violation
6.3.2.1.7   Court Code

6.3.2.2   For all cases that were not linked due to some of the data elements not matching, generate an exception report and send to the email address on the court's OFO record; include any of the following information that is available in the exception report for the eTicket and the JIS case.

6.3.2.2.1	Jurisdiction Code
6.3.2.2.2	LEA
6.3.2.2.3	City
6.3.2.2.4	County
6.3.2.2.5	Officer badge number
6.3.2.2.6	Violation Date
6.3.2.2.7	Issue Date -
6.3.2.2.8	Filed date
6.3.2.2.9	Citation Number
6.3.2.2.10	3 digits violation code for each violation
	Law number
	Law description
6.3.2.2.11	License Number
6.3.2.2.12	License State
6.3.2.2.13	Make
6.3.2.2.14	Model
6.3.2.2.15	Color
6.3.2.2.16	Incident Location
6.3.2.2.17	Name of person notice was sent to plus (In JIS case display defendant name if available)
	Address
	City
	State
	Zip

6.3.2.3   In order to resolve these ticket messages that cannot be automatically processed, allow processor to view differences between each existing JIS case and pending citation data elements with options to:

6.3.2.3.1   Link pending citation data with JIS case

6.3.2.3.2   Allow processor to supply a different case number and process pending citation data without affecting the existing case.

6.4 Citation locking – This will not be required as long as eTickets are automatically processed.

    6.4.1 On the screen where a user is resolving "JIS Case Exists" conflicts, provide a warning message that only one user per court at a time should process those cases. This will eliminate the need to build citation locking.

6.5 View/Print images

    6.5.1 Provide court staff a way to view and print electronically transferred attachments.

        6.5.1.1 Use JABS to view parking cases once they are scheduled on a calendar. JABS will display the eParking image and any attachments. Limit attachment types to jpeg, doc, pdf.????

        6.5.1.2 USE eParking reports to view images of eParking ticket and any attachments.

    6.5.2 A potential new project could be requested to enhance JABS to allow search by ticket or license number.

6.6 Reporting

    6.6.1 Types of reports

        6.6.1.1 Citations processed. Search by:

            6.6.1.1.1 Ticket number/LEA
            6.6.1.1.2 License number/state
            6.6.1.1.3 Date range
            6.6.1.1.4 ….see eTicket matrix for other examples

        6.6.1.2 Citations pending processing – This would possibly be where the user would "resolve" the "JIS CASE EXISTS tickets". In addition, an exception report would be sent to an email address.

        6.6.1.3 JIS case # different from eCitation number.

        6.6.1.4 Citations where fine amount for a specific violation is not the same as what is in the law table. This will also run automatically and be emailed to the court's OFO email address as each ticket is processed.

7. POST PILOT NEEDS (validate reference numbers upon completion of document)

7.1 Making Jurisdiction optional (See 6.3)
7.2 If users are involved in processing tickets, ticket locking will be required (See 6.4)
7.3 If users are involved in processing tickets, add a report for unprocessed tickets. (See 6.6)
7.4 Enhance JABS to allow searching on ticket number and vehicle license number (See 6.5.2)

8. LIST OF COURTS USING AUTOMATED SYSTEMS

Court	Functional Area	Equipment Manufacturer	XML	Image Format

Court	Functional Area	Equipment Manufacturer	XML	Image Format

9. APPLICABLE LAWS

9.1 **RCW 46.63.030**
Notice of traffic infraction — Issuance — Abandoned vehicles.

9.2 **ESHB 1094, section 220 – Chapter 518 section 220(4)**
Work zone photo enforcement pilot project (Development in process)

9.3 **RCW 46.63.160 Toll collection systems — Photo enforcement systems**

9.4 **RCW 46.63.170 Automated traffic safety cameras — Definition**

10. REVISION HISTORY

DATE	STAFF	NOTES
04/21/2008	Fred, Keri, and Lori	Initial Draft
05/07/2008	Fred and Keri	Modifications
05/15/2008	Keri	Per workgroup decisions.
05/21/2008	Keri	Per workgroup decisions
5/27/2008	Keri	Removed reference to HOT lanes (They are IT not PR)